

EVENT NAME

Biggest Little 5k Birthday Party Run/Walk

EVENT LOCATION

Riverwalk District/Idlewild Park

EVENT DATES AND TIMES

Setup Date	May 9, 2015	Setup Start Time	6am
Event Start Date	May 9, 2015	Event End Date	May 9, 2015
Daily Event Start Time	9am	Daily Event End Time	12pm
Dismantle Date	May 9, 2015	Dismantle End Time	1pm

EVENT DESCRIPTION

(To be included on the City of Reno's Website Special Events Calendar – maximum of 275 characters)

Celebrate Reno's Birthday with a Fun Run/Walk from the Arch. The Biggest Little 5k Run/Walk starts at 9am under the Reno Arch. Walkers and Runners of all levels, families, children, and runners with dogs as well as those wearing spirited costumes are encouraged to participate in the celebration. A costume contest will be held prior to the event at 8am under the Reno Arch.

ON SITE CONTACT

Drussillia R. Garcia

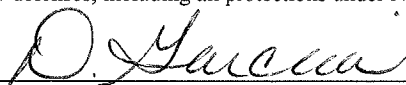
ON SITE NUMBER

775-815-9924

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I have read, understand and agree to abide by the rules and regulations governing the proposed Special Activity or Event under the Reno Municipal Code. I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager's designee. I agree to comply with all other requirements of the City, County, State, Federal Government, and any other applicable entity which may pertain to the use of the event venue and the conduct of the event. I agree to abide by all rules, regulations and permit conditions and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the event to the City of Reno. Such City Services may include, but are not limited to, Police, Fire, Public Works, Parks and Recreation, Business License and/or other necessary services provided by the City of Reno.

Indemnification of the City of Reno. By signing this application the applicant, and any organization the applicant represents, agrees to indemnify, defend and hold harmless the City and its officers, agents and employees (collectively "Indemnitees") from and against any claim, loss, damage, injury, death and liability of every kind, nature and description (including without limitation, incidental and consequential damages, court costs, attorneys' fees and costs of investigation) that arise directly or indirectly, in whole or in part, from or relating to any conduct of the applicant or the applicant's principals, agents, employees, subcontractors, vendors or invitees pursuant to any permit issued pursuant to this application. City does not waive, and specifically reserves, all of its statutory and common law defenses, including all protections under NRS Chapter 41.

EVENT COORDINATOR'S SIGNATURE



EVENT COORDINATOR'S NAME

Drussillia R. Garcia

TYPE OF EVENT

See FAQ for clarification of event types

- ☐ Special Activity
☒ Special Event – Parks
☒ Special Events – Street / Sidewalk Occupancy

EVENT WILL INCLUDE

(check all that apply)


- ☒ Amplified Sound/Multimedia
Attachment A Required
☒ Street/Sidewalk Occupancy
Attachment B Required
☐ Alcohol Service
Attachment C Required
☒ Vendors/Exhibitors
Attachment D Required
☐ Privileged Sales
Attachment E Required
☒ Event Set-Up
Attachment F Required
☒ Park Usage
Attachment G Required
☐ Food/Beverage Service
*Contact Washoe County
 Environmental Health Services
 (775) 328-2620*

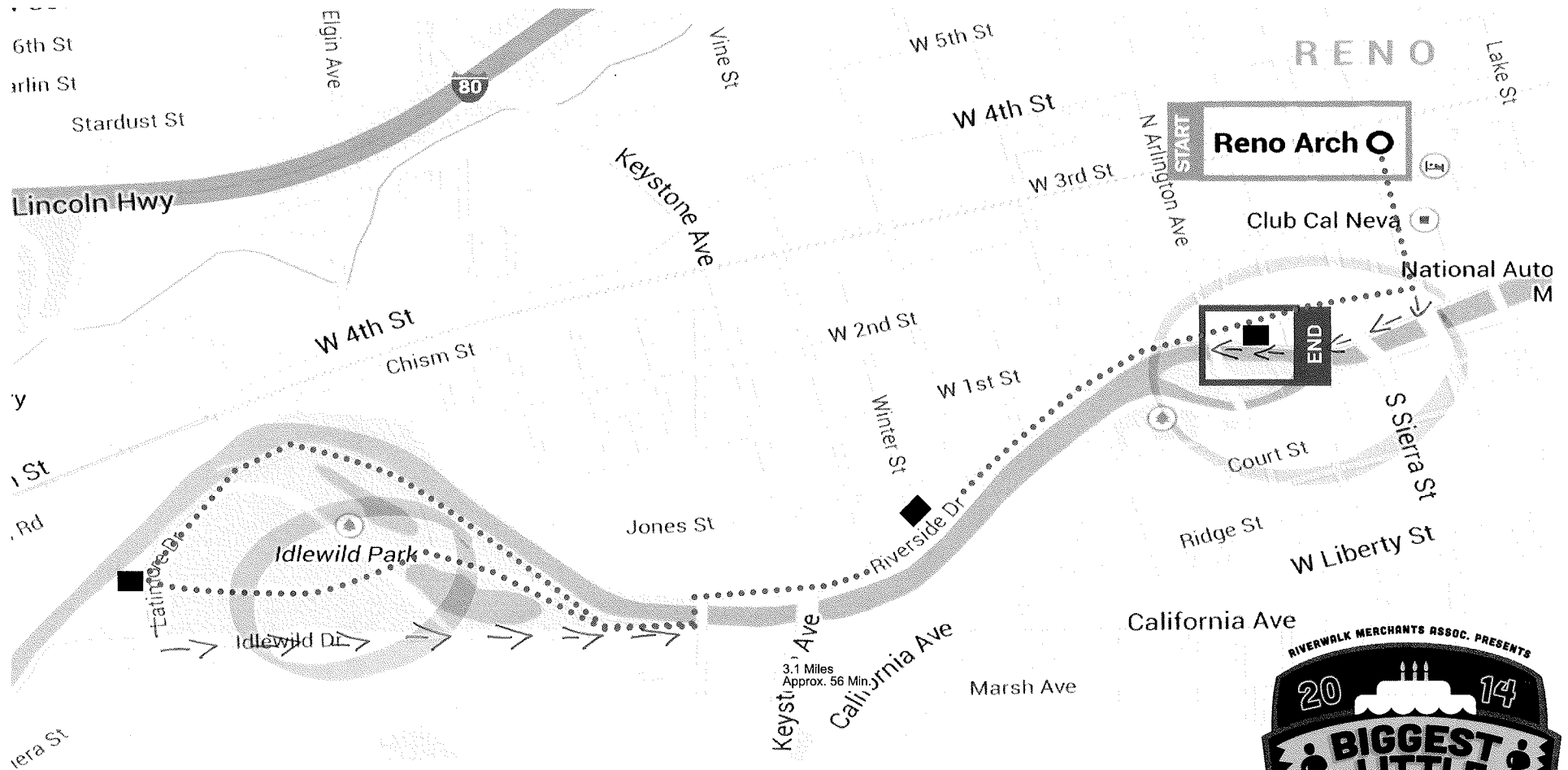
This application alone does not authorize a Special Activity or Event. Application must be reviewed by all necessary departments prior to permit issuance. Permit must be on-site during the event and must be shown, upon demand, to any member of the City of Reno Police, Fire, Public Works, Parks and Recreation, Business License Department(s) or City Manager's Office.

HOST ORGANIZATION	Riverwalk Merchants Association	EVENT COORDINATOR	Drussillia R. Garcia
MAILING ADDRESS	P.O. Box 1606	CITY/STATE/ZIP	Reno, NV 89505
DAYTIME PHONE	(775) 825-WALK (9255)	CELL PHONE	(775) 815-9924
		FAX	n/a
WEBSITE	www.renoriver.org	EMAIL ADDRESS	dru@renoriver.org
ONSITE CONTACT	Drussillia R. Garcia	CELL PHONE	(775) 815-9924
PUBLIC CONTACT	Drussillia R. Garcia	DAYTIME PHONE	(775) 815-9924
FEDERAL TAX ID	68-0514475	<input checked="" type="checkbox"/> HOST ORGANIZATION IS NON-PROFIT Proof of current non-profit status <u>must</u> be included with application.	

ANTICIPATED ATTENDANCE: DAILY 500 TOTAL 500

☒ OPEN TO THE PUBLIC ☒ ADMISSION WILL BE CHARGED \$ 25

↓ FOR CITY OF RENO OFFICE USE ONLY ↓				
Application Processing Fee* 0-49 Vendors	<input checked="" type="checkbox"/>	\$103.00	103	DATE ENTERED <u>SE 10/18/14</u> FAX TO <input type="checkbox"/> Fire <input type="checkbox"/> Zoning <input type="checkbox"/> Health
Application Processing Fee* 50+ Vendors	<input type="checkbox"/>	\$258.00		
Temporary Vendor Business License	<input type="checkbox"/>	\$ 15.00 x		
Temporary Alcohol Permit, 1 Booth/Day	<input type="checkbox"/>	\$ 55.00 x		
Temporary Alcohol Permit, Add'l Booth/Day	<input type="checkbox"/>	\$ 22.00 x		
Fire Inspection	<input checked="" type="checkbox"/>	\$111.00	111	<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete Reason Incomplete:
Additional Fire Permits	<input type="checkbox"/>	TBD Refer to "FD" Section		
City Service Fee	<input type="checkbox"/>	TBD Actual Cost of City Services		
Late Fee	<input type="checkbox"/>	TBD Refer to Reno Municipal Code		
Application fees must be paid at the time the application is submitted and are not refundable under any circumstances				
TOTAL FEES		TBD		INITIALS 
TOTAL PAID		214 07/01/14		



- Starting Location
- Ending Location
- Event Run Path
- Support Stations



Next year 2015

Better signage (A-frame)

* every 50 meters

* More volunteers 100 meters

* look for more vendors geared towards running

* LOA (Chris)

SPECIAL EVENT & ACTIVITY PERMIT APPLICATION ATTACHMENT B

ROUTE MAP/USE OF PUBLIC RIGHT-OF-WAY

***For purposes of this application, Public Right-Of-Way is defined as
any public street, road, sidewalk, bridge, alley or other pathway used for vehicular and/or pedestrian passage.***

If your event is a parade, procession, foot race or involves any other type of moving route, please provide a detailed route map indicating the start and finish locations, direction of travel and any aid stations or other setup along the route.

Please note that event signs, posters, flags or other materials may NOT be hung from, attached, or otherwise affixed to any permanent public sign, post, fixture or to any temporary sign, barricade, or other type of equipment placed or provided by the City of Reno to close a street, provide a secure event perimeter, or otherwise accommodate the event.

STREET CLOSURES OR RESTRICTIONS

Applications requesting a street closure or restriction must be submitted at least 90 days prior to the date of the event.

Please indicate any of the following street locations your event will involve by selecting as many of the below that apply:

VIRGINIA STREET	Closure Date & Time	Re-Open Date & Time	OTHER DOWNTOWN STREETS	Cross Street	Cross Street	Closure Date & Time	Re-Open Date & Time
Liberty St to Ryland St			Arlington Ave	from 1st St.	to Riverside/Booth/Idlewild	May 9 & 6AM	May 9 & 11AM
Ryland St to Pine St			Lake St	from	to		
Pine St to Court St			Wells Ave	from	to		
Court/State St to Mill St			Center St	from	to		
Mill St to First St			Sierra St	from	to		
First St to Second St	6AM	10AM	First St	from West Street	to Arlington Ave.	May 9 & 6AM	May 10 & 8PM
Second St to Commercial Row	6AM	10AM	Second St	from Commercial Row	to 1st Street	May 9 & 6AM	May 9 & 10AM
Commercial Row to Third St			Commercial Row	from Virginia Street	to 1st Street	May 9 & 6AM	May 9 & 10AM
Third St to Plaza St			Third St	from	to		
Plaza St to Fourth St			Plaza St	from	to		
Fourth St to Fifth St			Fourth St	from	to		
Fifth St to Sixth St			Fifth St	from	to		
			Sixth St	from	to		

If your event involves a location other than or in addition to those listed on the previous page, select the right- of-way impediment(s) that applies to your event.

- ☒ One-block street closure Location: Riverside Dr. / Booth St. / Idlewild St. Date(s)/Time(s): May 9 / 6AM to 11AM
- ☒ Lane closure Location (incl direction): Riverside Dr. /Booth St. / Idlewild St. (EAST Bound) Date(s)/Time(s): May 9 / 6AM to 11AM
- ☒ Sidewalk occupancy Location: Along the river walk down Riverside Dr. Date(s)/Time(s): May 9 / 6AM to 11AM
- ☒ Other closure or use of public right-of-way (describe): 1st St. between Arlington Dr. / West St. (both sides) Date(s)/Time(s): May 9 / 6AM to May 10 / 8PM

- ☒ ReTRAC Plaza*– East (between Sierra St & Virginia St) Date(s)/Time(s): May 9 / 6AM to 10AM
- ☐ ReTRAC Plaza*– West (between West St & Sierra St) Date(s)/Time(s): _____

**Maximum uniform load is 125 pounds per square foot.*

STREET CLOSURE PRESS RELEASE

If your event involves a street or sidewalk closure or restriction of any kind, you must prepare and attach to this permit application a draft press release indicating which streets will be impacted, for what days and times and suggested alternate routes. This release must have a contact name and phone number should the media require additional information.

PARKING / SHUTTLE

While special events are a benefit to local residents, they can also severely impact traffic, parking and disrupt citizens' ability to travel around their hometown.

How do you intend to lessen the impact of your event (traffic/parking) on local businesses and residents?

We intend to lessen the impact by having the event in the morning.

Where will event participants park?

Parking meters, parking gallery & Court Street parking.

IMPACTED NEIGHBOR NOTIFICATION

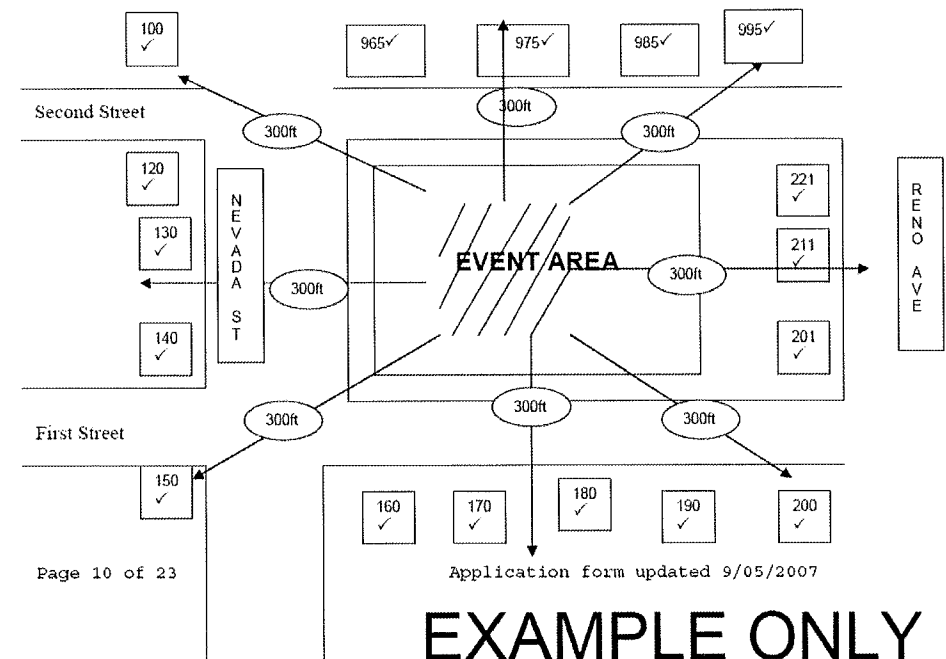
Reno Municipal Code 5.13.140 (b) requires that the Event Organizer notify all residences and businesses within any street closure or lane restriction area and within a 300 foot radius of the outer perimeter of the event involving a street closure or lane restriction (as marked by fencing or entrance table indicated on the Site Plan submitted with this application). The Event Organizer shall obtain signatures of those so notified of the upcoming event. Such signatures do not denote approval but solely signify notification. A diagram of the notification area shall be submitted with the signature sheet. The signatures of notification, the notification letter and the notification diagram shall be submitted to the City's Special Event Program Manager no less than thirty (30) days prior to the Special Event. Failure to complete and submit the Impacted Neighbor Notification by this deadline may result in denial of the Special Event Permit.

The Event Organizer shall leave a notification letter with each signer. This letter shall include the following information:

1. Event name
2. Dates and times of event
3. Brief description of the event
4. Any closure areas
5. Name and phone number of event contact with authority should they have issues during the event
6. Where attendees will be parking

In addition, the Event Organizer shall comply with all additional requirements imposed by the City with respect to notification and approval by residents and businesses affected by the Special Event. Under certain circumstances where events may generate extremely large crowds, loud noise or parking issues, staff may require additional notification time/signatures/outreach.

Special Events Notification Diagram Example – Check (✓) everyone you notified. List the addresses of the surrounding properties.



IMPACTED NEIGHBOR NOTIFICATION SIGNATURE SHEET
(MUST be completed at least 30 days prior to the event)

Event Name:**Event Date:**

Anticipated Number of Attendees:

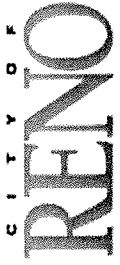
Event Location:

Name

Address

Business Name

Do you have any special issues?
(Please state)



Alexis Hill <hilla@reno.gov>

Biggest Little 5K route map

Drussillia R. Garcia <dru@renoriver.org>

To: Alexis Hill <hilla@reno.gov>

Cc: Nick Meyer <nick@camporeno.com>

Mon, Mar 2, 2015 at 1:21 PM

Alexis,

Attached is a copy of what I have today. As soon as we get an official updated copy, we will shot it over. We are looking at closing off both sides of 1st St., from Arlington to West St. to create a separate path to the end spot - participants heading East would cross over Arlington staying on 1st, down the ramp through Brick Park over the bridge to the end spot into Wingfield Park. With the end spot dropping off into Wingfield Park is it going to be okay to still encourage pets? It was a great element to the event last year and we loved how the dogs were dressed up - it would be sad to see it go.

Thank you,
Dru

Drussillia R. Garcia
Executive Administrative Assistant to the RWMA
The Riverwalk District
Reno's New Downtown
(775) 825-WALK (9255)
www.renoriver.org

"Be the change you want to see in the world." -Gandhi

On Mon, Mar 2, 2015 at 10:48 AM, Alexis Hill <hilla@reno.gov> wrote:

[Quoted text hidden]

Reno.gov/engage



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BL5K_draft 2015.pdf
558K

2014 5K Route

